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## VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building  
Monday, January 10<sup>th</sup>, 2022, at 7:00pm

### MINUTES

1. President Randy Kallstrom called the meeting to order at 8:04 PM, after starting late due to the long runtime of the caucus.
2. **Roll Call-** Village President Randy Kallstrom, Village Board Members Shannon Van Allen, Vicki Kosok, Mike Michaud, Pat Sandstrom, and Toni Raethke. Goran Pesic was absent. **Other-** Drew Adams- Clerk, Tracy Rundquist- Treasurer, Jesse Van Alstine- Police Chief, Roy Forsstrom- Zoning Administrator, Jon Seifert- Village Attorney, Chad Riesgraf (Ambulance), Steve Westman, Katherine Kreiser, Anthony Sander, Dan Lerum, Denay Kelly, Larry Dokkestul, Rustin Provance, Matt Bertelson, and Dan Fedie.
3. **Public Comment-** President Kallstrom took a moment to address some “misinformation” in a letter being circulated around the Village and to local businesses. He encouraged the individuals distributing the misinformation to check their facts and please stop. Dan Lerum asked why the Room Tax Committee has not yet received the third quarter room tax payment. Randy stated legal council advised him to hold the money until after the Tourism Commission ordinance are complete.
4. **Clerk’s Report-**
  - a. **Motion** by to approve minutes from December 14, 2021, after correcting Pepin Marina Retreat’s address to 406 First Street, by Vicki. **Second** by Shannon. All in favor, motion carried.
  - b. **Motion** to approve amended board meeting minutes from November 15, 2021, by Mike, **second** by Toni. All in favor, motion carried.
5. **Treasurer’s Report-** **Motion** to approve Treasurer’s report by Shannon, **second** by Pat. All in favor, motion carried.
6. **Kyzmet Koffee Liquor License-** Denay Kelly and Scott Dillon have applied for a Combination Class “B” Retailer’s and Class “C” Wine License for their new coffee shop. All proper payments have been made, the proper paperwork has been filed, and background checks have been conducted. **Motion** to approve issuance of Liquor License to Kyzmet Koffee by Randy, **second** by Vicki. All in favor, motion carried.
7. **Petition for Board Resolution Confirming Approval of Use of Previously Permitted Property at 1485 First Street** – Katherine Kreiser and Anthony Sander purchased their home at 1485 First Street in August of 2020. The previous owner developed the lot with

a finished guest space on the second story above the garage. The 2008 Building Permit Application clearly stated plans for an above garage living space and was approved. The new homeowners were surprised in September 2021 when informed by Roy that the living space above the garage violated zoning regulations. Roy said he learned this residence was operating the above-garage space as a vacation rental, which is an issue since the garage is detached and the property is zoned as residential. He said if they want to change the use of the property, they need a use variance. Larry Dokkestul is a neighbor to Katherine and Anthony, and feels the Village is being harsh as there are plenty of other vacation rentals around their home. Mike Michaud feels the laws and ordinances are inadequate to handle this situation. He sees 3 options: 1.) Not let them use it as a vacation rental, 2.) Let them continue doing it now and refer the situation to the Planning Commission and Ordinance Committee for further review in the meantime, or 3.) Somehow issue a conditional variance. **Motion** by Mike to refer this issue to the Planning Commission, and to develop a set of guidelines that the Ordinance Committee can use to draft an Ordinance on use of accessory structures. **Second** by Toni. All in favor, motion carried. Anthony and Katherine will submit paperwork to the Planning Commission in advance of the Public Hearing for the possible variance.

8. **Jeremy Marcks** – Jeremy Marcks, owner of the trailer park, has eight empty lots in his park. He will be putting a new trailer on one of them and would like to build homes on the remaining seven lots. They will be roughly 1,200 square foot homes, built on actual foundations, handicap accessible, and rented out to tenants as living spaces and not vacation rentals. If more trailers vacate his park in the future, he may then build more permanent homes in their place. He spoke to Jim Riesgraf about the possibility of getting school kids to possibly help with the construction. He does not yet have a timeline to start the project but wanted to get permission from the Village first.
9. **Ordinance Committee** –
  - a. **Codification Project Update** - Mike has been working away on the punch list of comments from the consultant at American Legal and has 2 items left.
  - b. **Update on Short Term Rental Ordinance Draft** – Mike pointed out a map Roy created of all the known short term vacation rentals in the Village. Of the 26 listed, 13 have licenses from the State and 13 do not.
10. **Personnel Committee** – Committee recently met with Clerk Adams for his (belated) ninety-day performance review. He was given a 2% raise. There will be another performance review for him in March.
11. **Police Report**- Jesse encouraged residents to reach out to him if they need help getting their sidewalks shoveled and cleaned off. He knows people in the area that are willing to help.
12. **Ambulance Report**- The search for a new ambulance rig is still going on, and they are looking into a grant. They also are in need of more responders.
13. **Streets Report**- People have been doing very well with getting vehicles off the street after it snows. Jesse and Aaron thank the Village residents for that.

14. **WWTP Report-** Mike Michaud spoke on this. The hardware and software for the computer at the WWTP is now too old to even update. Quote for the upgrades comes to \$19,000.00. That includes all hardware, software, and installation. This would normally be a sewer expense, but Mike thinks we could use some of the ARPA (American Rescue Plan Act) funds for this as they do have a sewer and water utility infrastructure expense. **Motion** by Randy to use ARPA funds for the WWTP computer system upgrade, **second** by Toni. All in favor, motion carried.
15. **Zoning Administrator's Report** – 33 LUCR permits were issued by Roy last year. He is still regularly being asked about vacation rentals, accessory dwellings, residential lot requirements, and commercial lot requirements. There are currently 2 homes and 1 garage under construction, 2 commercial projects going on, and HBC is getting ready to put up a microwave tower on the east side of the Village along Highway 35 to improve internet service. Roy has also recently been asked by the Village of Stockholm to be their Zoning Administrator.
16. **Attorney's Report** – Jon has been working with Mike on the Ordinance Recodification, working on the East Side Apartment issue regarding payment in lieu of taxes, and working with Roy on zoning questions.
17. **Public Comments-** Dan Lerum thanked Roy Forsstrom for attending the recent PACC meeting. Regarding the letter being distributed in the Village, he said he did distribute some of them and that to his knowledge nothing in it was incorrect and that the letters were not placed in people's mailboxes.
18. **Set February Meeting Date-** Next Village Board Meeting set for Tuesday, February 15<sup>th</sup>, at 7:00pm.
19. **Adjourn-** Randy made **motion** to adjourn at 9:48 PM, **second** by Toni. All ayes-motion carried.

Drew Adams  
Clerk